

Delaware State Parks Office of Volunteer Services announces the opening of the following position at Delaware Seashore State Park:

Seashore Parks Regional Volunteer Coordinator

Opening Date: September 9, 2011

Closing Date: October 16, 2011 or when filled

Starting Salary: \$12-15/hour

SUMMARY: This is a long-term seasonal position with the Department of Natural Resources and Environmental Control, Division of Parks and Recreation, working out of Delaware Seashore State Park. This position is currently vacant and will require 35-40 hours per week March 16-Dec 14, and 29.5 hours per week December 15 – March 15. This is a year-round position.

The responsibilities for this position include:

ESSENTIAL FUNCTIONS:

- Responsible for Volunteer Coordination for the Seashore Region Parks, including Cape Henlopen and Delaware Seashore State Parks, Holts Landing, and Fenwick Island.
- Some supervision of park Volunteer Coordinator located at Cape Henlopen State Park March-November.
- Ensure proper engagement of volunteers in region, including:
 - Recruits, interviews and selects volunteers.
 - Supervise volunteers and volunteer service projects.
 - Assess the need for volunteers and volunteer projects through consultation with park personnel.
 - Assigns and places volunteers.
 - Conducts volunteer orientation and training.
 - Coordinates Volunteer recognition.
 - Maintains and reports on hours of service and other records as required.
- Performs other related work as required.

MINIMUM QUALIFICATIONS:

- Appreciation and understanding of cultural and historical resources/ parks and recreation.
- Knowledge or ability to learn the concepts, principles and practices involved in the recruitment, supervision and administration of volunteers and volunteer resources.
- Able to stand for long periods and to walk trails accompanying and leading participants, incorporating reasonable accommodation for members with disabilities.
- Able to communicate effectively with diverse public and to speak in front of groups.
- Ability to report and keep records.
- Ability to learn and apply program rules, regulations, policies and procedures.
- Independent and responsible.

BENEFITS: This is a seasonal position, and has no benefits. Direct Deposit of paychecks will be required as a condition of employment for all employees. Non-standard benefits include Volunteer Coordinator Training, Historical Interpretation Training, First Aid/CPR training, on-going training opportunities, and working outside with children.

APPLICATION PROCEDURES:

Please send completed state seasonal application, resume, and 2-3 references to:

Glen Stubbolo

Chief of Volunteer Services

Delaware State Parks

89 Kings Highway

Dover, DE 19901

FAX: 302-736-7968

Glen.Stubbolo@state.de.us

Note: Applications can be picked up in person at park offices or on-line at

http://www.dnrec.delaware.gov/parks/Home/Documents/Application_Seasonal.pdf

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